PAYROLL CHECK STATUS (QCHK) INQUIRY

NOTES

PAYROLL CHECK STATUS (QCHK) INQUIRY

The Payroll Check Status Inquiry (QCHK) window displays summary and detail information about a check or Electronic Funds Transfer (EFT).

At the summary level, this window displays the check number, HR bank account, bank name, payroll number, check/EFT date, status, and status date. It also displays total pay, total deductions, net pay, amount of included FICA wages, fringe benefits, and reimbursable expenses, and whether this employee has combined appointments.

The report displays the appointment ID of all pay details, which is useful when the combined check option is turned on.

The paycheck details include the codes for pay and deduction types, deduction plan, event date, input amount, calculated dollar amount, and identifying information about the documents on which the individual events were submitted.

Step 1 To open the QCHK from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QCHK** in the **CODE**. Click on the Open with Data button.

Step 2 The QISS window will populate the following field to narrow your search on the QCHK window.

> **NAME –** The employee's full name (last name, first name, and middle initial) is displayed.

> **EMPLOYEE ID** – Enter the employee's social security number. Type **070-41-0001**.

> **CHECK NUMBER** – Enter a payroll check number if you want specific information. The number of the payroll check that was issued is displayed. Valid values are located on the Issued Checks/Advices (QISS) or Check Disposition (CHCK) window. Type **00000017255000**.
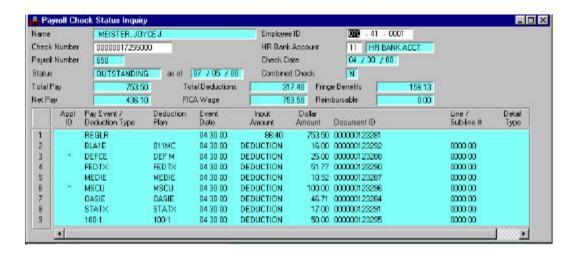
> **HR BANK ACCOUNT** - Enter a bank account number if you want specific information. The bank account code on which the check or Electronic Funds Transfer (EFT) was drawn is displayed. Type **11**.
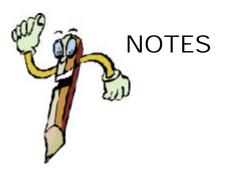
Step 3 Let's review each field.

> **PAYROLL NUMBER** – The payroll number assigned to the employee is displayed.

> **CHECK DATE** – The date the check was issued is displayed.

PAYROLL CHECK STATUS (QCHK) INQUIRY

NOTES

PAYROLL CHECK STATUS (QCHK) INQUIRY

Step 3 Let's continue to review each field.

STATUS – The status code of the check is displayed with the status date.

COMBINED CHECK – Selected indicates the check is applicable to all appointments. Cleared indicates the check is for one appointment.

TOTAL PAY – The employee's total pay for the pay period is displayed.

TOTAL DEDUCTIONS – The total deductions taken out of the employee's paycheck is displayed.

FRINGE BENEFITS – The fringe benefits generated from the check are displayed.

NET PAY – The employee's pay after all deductions have been taken out is displayed.

FICA WAGE – The FICA wage generated by this check is displayed.

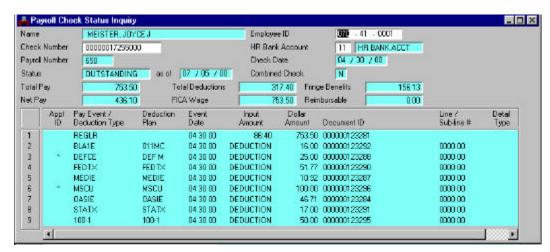**REIMBURSABLE** – The total reimbursable amount is displayed.

APPOINTMENT ID – If the employee holds more than one position, an Appointment ID is displayed to identify the secondary appointment. If this field is blank, the employee data pertains to the employee's primary appointment. If this field contains an identification code, the data pertains to the secondary appointment. If this field contains an asterisk (*), it pertains to all appointments.
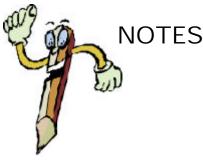
PAY EVENT/DEDUCTION TYPE – The code indicating the pay event or deduction type is displayed.

DEDUCTION PLAN – The code indicating the deduction plan is displayed.

EVENT DATE – The date the event occurred is displayed.

PAYROLL CHECK STATUS (QCHK) INQUIRY

NOTES

PAYROLL CHECK STATUS (QCHK) INQUIRY

Step 3 Let's continue to review each field.

INPUT AMOUNT – A dollar amount is displayed for dollar-based pay details. A time amount is displayed for time-based pay details. The following is displayed for non-pay details:

> *DEDUCTION -* Non-fringe deduction
>
> *FRINGE -* Fringe deduction
>
> *ENTITY ADJ -* Entity adjustment

DOLLAR AMOUNT – The dollar amount of the event is displayed.
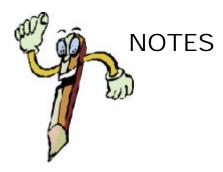
DOCUMENT ID – The document ID is displayed.

LINE/SUBLINE # – The line and/or subline of the document ID is displayed.

DETAIL TYPE – Cancellation indicates the detail is a cancellation detail. Adjustment indicates the detail is an adjustment detail. If this field is blank, the detail is a regular paycheck detail.

PAYROLL SUMMARY (QPYR) INQUIRY

NOTES

PAYROLL SUMMARY (QPYR) INQUIRY

The Payroll Summary Inquiry (QPYR) displays pay, deduction, and subject gross summaries that appear on a specified report for an employee. The summaries to be included on this inquiry are defined on the Tax Reporting (TAXR) window.

Step 1 To open the QPYR from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QPYR** in the **CODE**. Click on the Open button.

Step 2 Populate the following field to narrow your search on the QPYR window.

NAME – The employee's full name (last name, first name, and middle initial) is displayed

EMPLOYEE ID – Enter the employee's social security number. Type **070-41-0001**.

REPORT ID – Enter the ID of the report which contains the information that you want to view. Valid values are located on the Tax Reporting (TAXR) window. Type **HAR0120**.

Select **DISPLAY: BROWSE DATA**.

Step 3 Let's review each field.

SELECTION DATE – Enter a date in (mmyy) format to display employee pay or deduction summaries that fall in a month and year other than the current month and year. The default is the current month and year.

ITEM – Enter a report item code to begin the display at a specific report item for the report ID. If no value is entered, the display begins with the first report item for the report ID specified.

DESCRIPTION – The long description of the report item is displayed.

MONTH TO DATE AMOUNT – The total month-to-date amount is displayed for all categories defined under the report item. This amount represents the total for the month specified in the Selection Date field.

PAYROLL SUMMARY (QPYR) INQUIRY

Payroll Summary Inquiry					
Name	MEISTER, JOYCE J				
Employee ID	070 - 41 - 0001				
Report ID	HAR0120		Selection Date	07 / 00	

	Item	Description	Month to Date Amount	Quarter to Date Amount	Year to Date Amount
1	1	WAGES, TIPS, OTHER COMPENSATON	0.00	0.00	1,457.00
2	10	DEPENDENT CARE BENEFITS	0.00	0.00	0.00
3	12		0.00	0.00	0.00
4					
5					
6					
7					
8					
9					
10					
11					

NOTES

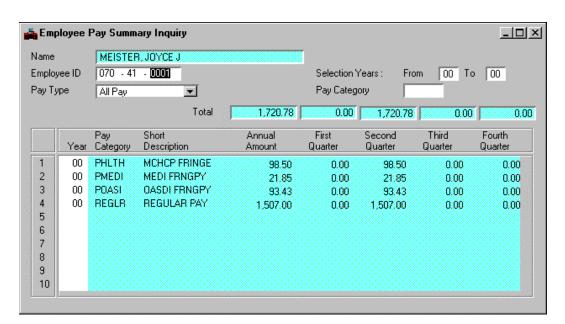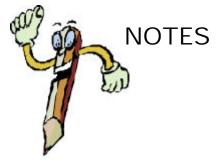# PAYROLL SUMMARY (QPYR) INQUIRY

Step 3 Let's continue to review each field.

QUARTER TO DATE AMOUNT – The total quarter-to-date amount is displayed for all categories defined under the report item. This amount represents the total for the quarter which includes the month specified in the Selection Date field. The quarter to be displayed is determined as follows: selection month = 1, 2, 3: quarter 1, selection month = 4, 5, 6: quarter 2, selection month = 7, 8, 9: quarter 3, and selection month = 10, 11, 12: quarter 4.

YEAR TO DATE AMOUNT – The total year-to-date amount is displayed for all categories defined under the report item. This amount represents the total for the year up to the month specified in the Selection Date field. For example, if 05 92 is the specified month and year, the year-to-date total is the total for the months January to May for the year 1992.

EMPLOYEE PAY SUMMARY INQUIRY (QPSM)

	Year	Pay Category	Short Description	Annual Amount	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
			Total	1,720.78	0.00	1,720.78	0.00	0.00
1	00	PHLTH	MCHCP FRINGE	98.50	0.00	98.50	0.00	0.00
2	00	PMEDI	MEDI FRNGPY	21.85	0.00	21.85	0.00	0.00
3	00	POASI	OASDI FRNGPY	93.43	0.00	93.43	0.00	0.00
4	00	REGLR	REGULAR PAY	1,507.00	0.00	1,507.00	0.00	0.00

Employee Pay Summary Inquiry

Name: MEISTER, JOYCE J
Employee ID: 070 - 41 - 0001
Pay Type: All Pay
Selection Years: From 00 To 00
Pay Category:

NOTES

EMPLOYEE PAY SUMMARY INQUIRY (QPSM)

The QPSM is an on-line screen used to look up an employee's wages during a specified time period. This inquiry displays an employee's earnings for a calendar year as well as the breakdown of earnings by quarter. It is available for one or all of an employee's pay categories for multiple years, with the most recent year displayed first.

Step 1 To open the QPSM from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QPSM** in the **CODE**. Click on the Open button.

Step 2 Populate the following field to narrow your search on the QPSM window.

EMPLOYEE ID – Enter the social security number. Type **070-41-0001**.

Select **DISPLAY: BROWSE DATA**.

Step 3 Let's review each field.

SELECTION YEARS: From – Default is the current year.

SELECTION YEARS: To – Default is the From year entry.

PAY TYPE – If Pay Category is entered, this field must be Not Applicable; otherwise, this field defaults to All Pay. You can enter a specific pay category type to view pay summaries for that type.
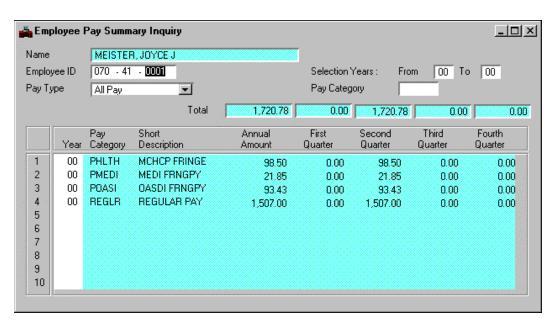
PAY CATEGORY - If Pay Type is entered, this field must be blank; optional otherwise. You can enter a specific pay category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window.
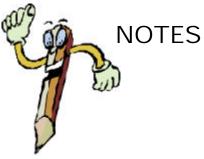
TOTAL – The total amount of pay the employee earned over the selected years is displayed. This total is broken down into five amounts:

- total annual amount,
- total amount for the first quarter,
- total amount for the second quarter,
- total amount for the third quarter, and
- total amount for the fourth quarter.

These totals represent the grand totals of all of the selected pay summary records, even if the pay summaries displayed are from multiple years. Therefore, each quarterly total represents the total amount the employee earned in that quarter over the selected years. The total annual amount is a sum of all four quarterly totals.

EMPLOYEE PAY SUMMARY INQUIRY (QPSM)

Employee Pay Summary Inquiry

Name	MEISTER, JOYCE J						
Employee ID	070 - 41 - 0001		Selection Years :	From	00	To	00
Pay Type	All Pay		Pay Category				

Total	1,720.78	0.00	1,720.78	0.00	0.00

	Year	Pay Category	Short Description	Annual Amount	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
1	00	PHLTH	MCHCP FRINGE	98.50	0.00	98.50	0.00	0.00
2	00	PMEDI	MEDI FRNGPY	21.85	0.00	21.85	0.00	0.00
3	00	POASI	OASDI FRNGPY	93.43	0.00	93.43	0.00	0.00
4	00	REGLR	REGULAR PAY	1,507.00	0.00	1,507.00	0.00	0.00
5								
6								
7								
8								
9								
10								

NOTES

EMPLOYEE PAY SUMMARY INQUIRY (QPSM)

Step 3 Let's continue to review each field.

YEAR – Displays the year the following pay category was paid.

PAY CATEGORY – If Pay Type is entered, this field must be blank; otherwise, optional. You can enter a specific pay category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window. The code indicating the category of the employee's pay is displayed. If blank, all pay categories are displayed.

SHORT DESCRIPTION – Displays the pay category code description.

ANNUAL AMOUNT – Displays the total annual amount of the pay category for the year. If the current year is displayed the total is the pay total-to-date.

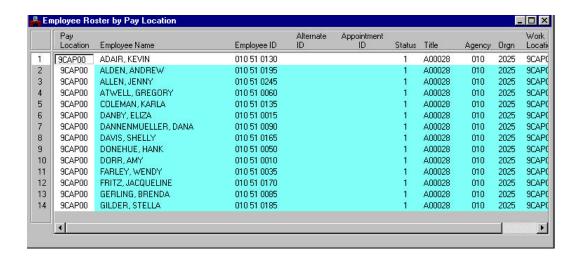**FIRST QUARTER –** Displays the total accrued pay in the first quarter (the first three months) of the year.

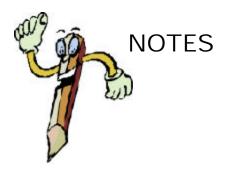**SECOND QUARTER –** Displays the total accrued pay in the second quarter of the year.

THIRD QUARTER – Displays the total accrued pay in the third quarter of the year.

FOURTH QUARTER – Displays the total accrued pay in the fourth quarter (the last three months) of the year.

EMPLOYEE ROSTER BY PAY LOCATION (QXR5)

	Pay Location	Employee Name	Employee ID	Alternate ID	Appointment ID	Status	Title	Agency	Orgn	Work Locati
1	9CAP00	ADAIR, KEVIN	010 51 0130			1	A00028	010	2025	9CAP0
2	9CAP00	ALDEN, ANDREW	010 51 0195			1	A00028	010	2025	9CAP0
3	9CAP00	ALLEN, JENNY	010 51 0245			1	A00028	010	2025	9CAP0
4	9CAP00	ATWELL, GREGORY	010 51 0060			1	A00028	010	2025	9CAP0
5	9CAP00	COLEMAN, KARLA	010 51 0135			1	A00028	010	2025	9CAP0
6	9CAP00	DANBY, ELIZA	010 51 0015			1	A00028	010	2025	9CAP0
7	9CAP00	DANNENMUELLER, DANA	010 51 0090			1	A00028	010	2025	9CAP0
8	9CAP00	DAVIS, SHELLY	010 51 0165			1	A00028	010	2025	9CAP0
9	9CAP00	DONEHUE, HANK	010 51 0050			1	A00028	010	2025	9CAP0
10	9CAP00	DORR, AMY	010 51 0010			1	A00028	010	2025	9CAP0
11	9CAP00	FARLEY, WENDY	010 51 0035			1	A00028	010	2025	9CAP0
12	9CAP00	FRITZ, JACQUELINE	010 51 0170			1	A00028	010	2025	9CAP0
13	9CAP00	GERLING, BRENDA	010 51 0085			1	A00028	010	2025	9CAP0
14	9CAP00	GILDER, STELLA	010 51 0185			1	A00028	010	2025	9CAP0

NOTES

EMPLOYEE ROSTER BY PAY LOCATION (QXR5)

The QXR5 is an on-line screen that displays a list of all employees and basic information sorted by employee's pay location codes, then alphabetically by employee's name. The pay location code is the main character that allows you to access information on this screen.

Step 1 To open the QXR5 from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QXR5** in the **CODE**. Click on the Open button.

Step 2 Populate the following field to narrow your search on the QXR5 window.

PAY LOCATION - Optional. Displays all pay locations. A pay location can be entered to access information specific to that location. Type **9CAP00**.

Select **DISPLAY: BROWSE DATA**.

Step 3 Let's review each field.

EMPLOYEE NAME – Displays the employee's full name (last name, first name, and middle initial).

EMPLOYEE ID – Displays the employee's ID.

ALTERNATE ID – Displays the employee's alternate ID, if any.

APPOINTMENT ID – If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.

STATUS – Displays the employee's employment status.

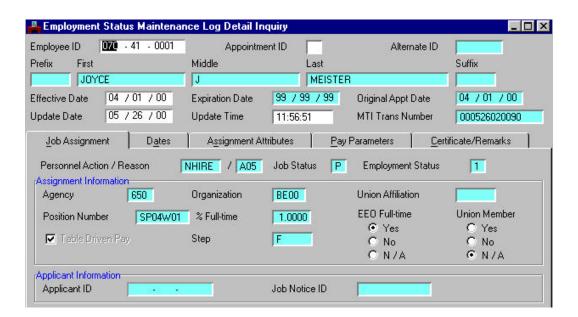**TITLE** – Displays the employee's title.

AGENCY – Displays the agency (i.e., operating entity) to which the employee reports.
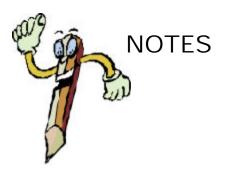
ORGN – Displays the organization to which the employee reports.

WORK LOCATION – Displays the location where the employee works.

EMPLOYMENT STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

NOTES

EMPLOYMENT STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

The Employment Status Maintenance Log Detail Inquiry (QESD) provides a quick way to scan a broad range of basic employee information. The information displayed on this window is entered through the Employment Status Maintenance (ESMT) window. Any changes made on the ESMT are logged on this window.

Note: Deleted Employment Status Maintenance (ESMT) window transactions are shown with all employee information, except for the employee's pay parameters.

Step 1 To open the QESD from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QESD** in the **CODE**. Click on the Open button.

Step 2 Populate the following field to narrow your search on the QESD window.

EMPLOYEE ID – Enter the employee's social security number. Type **070-41-0001**.

Select **DISPLAY: BROWSE DATA**.

Step 3 Let's review the fields on the Header portion of the QESD.

APPOINTMENT ID – If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment.

ALTERNATE ID – Displays the employee's alternate ID, if any.

PREFIX – Displays the prefix, if any, to the employee's name

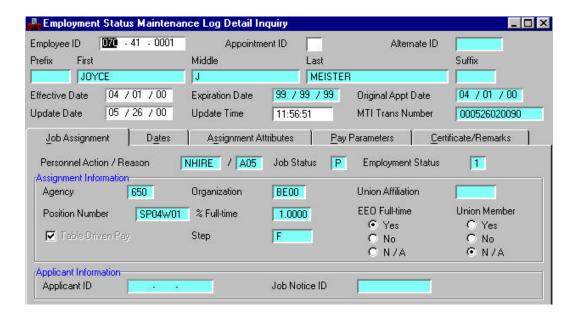**FIRST –** Displays the employee's first name.

MIDDLE – Displays the employee's middle name, if any.
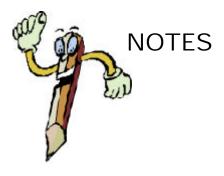
LAST – Displays the employee's last name.

SUFFIX – Displays the employee's name suffix (e. g., Jr., Sr., etc.), if any.

EMPLOYMENT STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

NOTES

EMPLOYMENT STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

Step 3 Let's continue to review each field.

EFFECTIVE DATE – Displays the date the employee information became effective.

EXPIRATION DATE – Displays the date the employee information expired.

ORIGINAL APPT DATE – Displays the date of the employee's original appointment.

UPDATE DATE - Displays the date the information was updated.

UPDATE TIME – Displays the time the information was updated.

MTI TRANS NUMBER – Displays the Master Table Interface (MTI) transaction number that was assigned to the change made to the employee window.

JOB ASSIGNMENT PANEL

PERSONNEL ACTION/REASON – Displays the type of personnel action being effected. If a reason for the personnel action was entered, it is also displayed.

JOB STATUS – Displays the employee's job status.

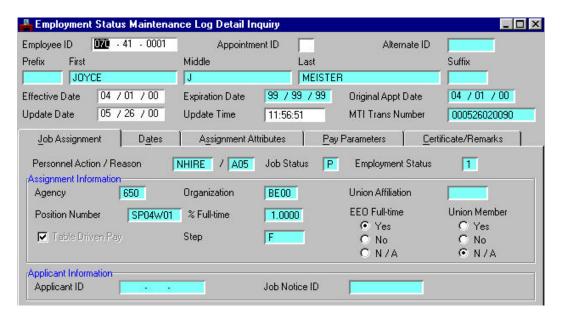**EMPLOYMENT STATUS –** Displays the employee's employment status.
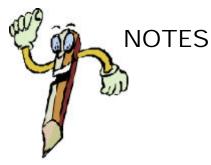
Assignment Information

AGENCY – Displays the agency (i. e., operating entity) to which the employee reports.

ORGANIZATION – Displays the organization to which the employee reports.

EMPLOYMENT STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

NOTES

EMPLOYMENT STATUS MAINTENANCE
LOG DETAIL INQUIRY (QESD)